

SHANGHAI MUNICIPAL POLICE

REPORT

SHANGHAI MUNICIPAL SP. BR. REGISTER
No. <u>N. 1437-F(12)</u>
Date <u>6/8/43</u>

Station. File No. Date

SUBJECT:

for the submitting
 Procedure to be adopted ~~as regards~~
ing
 reports on change of address, ^{or} birth or death.

I.

Change of address.

Two forms are to be filled in: one ^{was} is to be kept at the station concerned and the other ^{was} form to be forwarded to the Foreign Pao Chia Office.

Residents changing their addresses will be classified as follows:

A. Those changing residence ^{from one} in the same Police ^{to another} District.

Two forms are to be filled in, one of which will be forwarded by the Station concerned to the Foreign Pao Chia Office.

B. Those removing ^{into} to another Police District.

Two forms are to be filled in with full particulars of the new address. One of the forms will be attached to the Pao Chia Census Form ^{which} will be forwarded by the station concerned to the Foreign Pao Chia Office for recording purposes. ^{After} ~~the~~ Foreign Pao Chia Office having recorded the change of address, ^{will} forward the forms to the Station of the District ^{where the} of new residents ^{who} ~~where~~ a new residents certificate will be issued.

The old residents certificate ^{must} ~~will~~ be returned ^{to} ~~at~~ the Station by the person removing ^{concerned} in exchange ^{for} ~~for~~ new one.

C. Those removing from the Settlement ^{into} to the French Concession or the Western Area.

Two forms are to be filled in, one of which ^{containing} ~~with~~ particulars of the new address ^{will} ~~to~~ be forwarded to the Foreign Pao Chia Office. The Foreign Pao Chia Office

FILE

SHANGHAI MUNICIPAL POLICE.

REPORT

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Station. File No. Date.

SUBJECT:

after *the F.P.C. office*
Having recorded the new address, will forward the forms to the Police Station having jurisdiction over the locality of the new residence.

Those removing from the French Concession or the Western Area into the Settlements are required to fill in the Foreign Pao Chia Census Forms at the Police Station in charge of the district where new residence is located. They will then be issued with a new residents certificate. *THE OLD RESIDENTS CERTIFICATE WILL BE RETURNED TO THE STATION.*

2. *Birth and Death Reports.*
making report of births or deaths
Forms provided for the purpose are to be filled in in duplicate. One copy will be retained by the station concerned, while the duplicate will be forwarded to the Foreign Pao Chia Office.

3. Monthly Reports.

giving
Monthly reports containing particulars of the total number of persons changing addresses, *as well as the birth and* births and deaths, are to be forwarded to the Foreign Pao Chia Office by the station concerned before the 4th of the month.

Note.

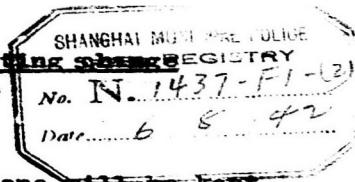
Temporary Residents Certificates.

may
Temporary residents certificates will be issued to persons whose proposed stay in Shanghai will not exceed the period of two months.

Special Residents Certificates.

Special residents certificates will be issued only to members of the local Diplomatic Body. These certificates are issued direct by the For. Pao Chia Office, ON APPLICATION.

Procedure to be adopted for reporting change
of address or births or deaths



1.

Change of address

Two forms are to be filled in : one will be kept at the Police Station concerned and the other will be forwarded to the Foreign Pao Chia Office. Residents changing their addresses will be classified as follows:

A. Those changing from one residence to another in the same Police District

Two forms are to be filled in, one of which will be forwarded by the Station concerned to the Foreign Pao Chia Office.

B. Those removing into another Police District

Two forms are to be filled in with full particulars of the new address. One of the forms will be attached to the Pao Chia Census Form both of which will be forwarded by the Station concerned to the Foreign Pao Chia Office for recording purposes. After recording the change of address, the Foreign Pao Chia Office will forward the forms to the Station of the District into which the resident has moved, after which a new residents certificate will be issued. The old residents certificate must be taken to the station by the person concerned to exchange it for a new one.

C. Those removing from the Settlement into the French Concession or the Western Area

Two forms are to be filled in one of which containing particulars of the new address will be forwarded to the Foreign Pao Chia Office. After recording the new address the Foreign Pao Chia Office will forward the forms to the Police Station having jurisdiction.

over the locality of the new residence. Those removing from the French Concession or the Western Area into the Settlement are required to fill in the Foreign Pao Chia Census forms at the Police Station of the District in which the new residence is located. They will then be issued with a new residents certificate. The old Residents Certificate must be returned to the Station.

2. Births and Deaths

Forms provided for making reports of births and deaths are to be filled in duplicate. One copy will be retained by the Station concerned, while the duplicate will be forwarded to the Foreign Pao Chia Office.

3. Monthly Reports

Monthly reports giving particulars of the total number of persons changing addresses as well as the total number of births and deaths, are to be forwarded to the Foreign Pao Chia Office by the Station concerned before the 4th of the month.

Note

Temporary Residents Certificates

Temporary residents certificates may be issued to persons whose proposed stay in Shanghai will not exceed the period of two months.

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